

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-71**

OPEN TO: All interested candidates
TITLE: Security Specialist
GRADE: FSN-10 (Rs. 1,971,957 p.a. to Rs. 3,650,401 P.A.)
LOCATION: LAHORE

OPENING DATE: May 20, 2011
CLOSING DATE: June 2, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The Security Specialist reports to the Deputy Director for the USAID/Pakistan Lahore Field Office and collaborates closely with the Director of this office, technical staff and implementing partners throughout the Punjab. The incumbent serves as the Lahore Field Office's primary point of contact and liaison for security. He/she collaborates with the US Consulate General RSO staff and serves as principal liaison with USAID's security staff in Islamabad. The basic function of the incumbent is to provide a high level of safety, security and operational support to all USAID offices and personnel, its partners and grantees. The incumbent also provides oversight of the daily and weekly incident summaries and maintains a database cataloging all critical incidents by date, type and provincial location. Additionally, the incumbent provides daily and weekly reports associated with Safety and Security for our employees and partners.

QUALIFICATION REQUIRED:

EDUCATION: A minimum of college/university bachelor's degree (14 years of education) in science, arts, law or related field is required.

EXPERIENCE: Candidates must have a minimum of 5 years of experience in investigative, law enforcement, security and protective services, and or criminal justice or in a high level administrative role.

LANGUAGE: Level IV (fluent) in English (both written and oral) and Level IV (fluent) in Urdu (both written and oral) are required. Some familiarity with one or more regional languages (Punjabi or Seraiki) is also required.

KNOWLEDGE: Must have knowledge of security office operating policies and procedures. Knowledge of management of logistics contracts for ground and air transportation is desired. Knowledge of geographic information systems (GIS), vehicle anti-terrorism tactics; and Security driving is also desired.

ABILITIES & SKILLS: The incumbent must be able to demonstrate strong interpersonal skills and a demonstrated ability to establish and maintain collegial relations with press and media contacts as well as counterparts from other USG agencies and implementing counterparts. Excellent oral and written communications skills, including news and technical writing, editing and research skills are required. Strong organizational and project management skills within a multi-cultural work environment are a must. Ability to travel throughout Punjab, including the Provincially Administered Tribal Areas. Completion of certified first aid, safety and security training programs (FEMA, OFDA, Red Cross or their local equivalent) is desired. Excellent computer skills, including working use of MS Office, MS Outlook, MS PowerPoint, and Word are also required. Must be comfortable working independently, taking the initiative once guidance is provided, managing several activities at once and working under pressure to meet deadlines.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 2, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.